

**MINUTES OF THE MEETEETSE CONSERVATION DISTRICT
REGULAR BOARD MEETING**

1:00 p.m., Monday, May 9th, 2016

Name: Meeteetse Conservation District
Place: District Office, 1906 State Street, Meeteetse
Supervisors Present: Tim Morrison, Steve Jones
District Clerk: Ginny Davis
Firewise Coordinator: Bernie Spanogle (absent)
Guest(s): Kathy Gilbreath (pending Board member) and Gary Mizer, Summer RS

Type of Meeting: Regular
Presiding Officer(s): Tracy Renner
Supervisors Absent: Lionel Ostrander
Resource Specialist: Steffen Cornell
NRCS District Conservationist: Rory Karhu

CALL TO ORDER by Tracy Renner at 1:08pm

Tim Morrison moved that the Board name George T Renner as Chairman, replacing Craig Geving who had resigned. Steve Jones seconded. Nominations were closed. Motion passed unanimously. The Board decided to wait until all members were present before nominating a Vice Chairman.

Tim Morrison moved to approve the agenda for the May 9th board meeting and to recognize the guests. Steve Jones seconded. Guests were introduced and motion passed unanimously.

- Kathy Gilbreath, pending Board Member
- Gary Mizer, Summer Field Tech (RS)

Tim Morrison moved to approve the minutes from the April 11th, 2016 Regular Board meeting as written. Steve Jones seconded. Motion passed unanimously.

REPORTS

Treasurer's Report

- **Steve Jones moved that Gary Mizer be hired on as Seasonal Resource Specialist at a rate of \$18.00 per hour. Tim Morrison seconded.** Discussion: his hire dates would be May through September, 2016 and then, if agreeable, back to MCD in March, 2017. **Motion passed unanimously.**
- **Steve Jones moved to make a donation to the Meeteetse Senior Center in honor of Emily Coale. Tim Morrison seconded.** Discussion: how appropriate is this with regards to the budget and using governmental funds? A card or individual donations is recommended instead. **No action taken.**
- **Tim moved to accept Extra Mile Landscaping's quote of \$40.00 on an "as needed basis." Steve Jones seconded. Motion passed unanimously.** Discussion: Suggestions were made to apply for a grant for usage of the lot next door. Rory Karhu, NRCS, spoke about using property as a high tower location. Tracy Renner will speak with the school district about using the land for a greenhouse. Zereoscaping is also an option. Steffen was asked to research and make a decision as to how to proceed and report at the next Board meeting.
- **Potential Grants Update:** LWG is good with funding the bird locations, so \$40,000 as a reimbursement grant will be requested. ADMB grant is a cash, non-reimbursement grant for \$40,000. Report/request is due this Friday, the 13th.
- **Steve Jones had reviewed the reconciliation records and moved to place the Treasurer's Report on file for auditing and approve paying the bills. Tim Morrison seconded. Motion passed unanimously.**

Balance Sheet Summary through May 9, 2016 (as presented at the Board Meeting)

ASSETS				LIABILITIES & EQUITY			
Current Assets				Liabilities			
Checking/Savings				Current Liabilities			
		1000 · First Bank of Wyoming	1,185.58			Other Current Liabilities	
		1001 · Pinnacle Bank Chk - xx01	4,982.17			2100 · Payroll Tax Liability	0.0

1004 · Firewise - Pinn Bank	23,009.03	2101 · Payroll Liabilities	1,963.84
1050 · WGIF Local xx00	55,061.31	2120 · Employee Share Benefits	5,442.55
1052 · WGIF Mixed xx65	31,432.51	Total Other Current Liabilities	7,406.39
1060 · WGIF- SGPP xx76	8.29	Total Current Liabilities	7,406.39
1061 · WGIF-Wyo-Ben xx52	2.99	Total Liabilities	7,406.39
1910 · WGIF Dep Reserve xx73	61.62	Equity	
1910.03 · BHFCDEpRes xx96	2,824.61	3000 · Opening Bal Equity	452,185.65
1920 · WGIF NRM&P Reserve xx74	91.67	3900 · Retained Earnings	-174,605.51
1920.03 · BHF CD- NRM&P Res xx88	28,397.33	Net Income	-77,717.52
1930 · WGIFEmerg Res Mixed xx75	70.41	Total Equity	199,862.62
1930.03 · BHFCDEmergResMxd xx70	49,153.20	TOTAL LIABILITIES & EQUITY	<u>207,269.01</u>
1931 · WGIFEmerg Res Local xx77	64.21		
1931.02 · BHFCDEmerg Res Local Fnds xx38	10,910.33		
1931.03 · BHFCDEmgResLocl xx62	0.0		
1990 · WGIF Startup Res xx72	13.75		
Total Checking/Savings	<u>207,269.01</u>		
Total Current Assets	<u>207,269.01</u>		
TOTAL ASSETS	<u>207,269.01</u>		

Transaction Report as of May 9, 2016

Type	Date	Num	Name	Memo	Paid Amount
Checking Accounts					
1000 · First Bank of Wyoming					
Deposit	04/18/2016		USDA, APHIS	Refund on APHIS Agreement No. 11-7449-0838-RA	500.65
General Journal	04/18/2016	je118	WY Dept Workforce Svcs	1st Qtr 2016 UI & WC Payables Due	-663.26
Deposit	04/30/2016		First National Bank - Powell	Interest - April 2016	0.26
Check	04/30/2016	3216	Karen R Fenton	Paycheck - April, 2016	-138.52
General Journal	04/30/2016	je119	United States Treasury	941 Deposit - 2nd Qtr 2016 - Paid by EFTPS 5/10/16	-810.54
Deposit	05/06/2016		Park County Firewise Program	Reimburse MCD for March, 2016 Payroll Liabilities	185.43
Check	05/09/2016	3217	Karen Fenton	Reimbursement - April, 2016	-52.38
Check	05/09/2016	3218	Steffen Cornell	Reimbursement - April, 2016	-466.56
Check	05/09/2016	3219	Hayden-Wing Associates, LLC	Invoice #5183	-20,088.66
Check	05/09/2016	3220	CLS America	Invoice #CIN1604USA00786	-1,151.96
Check	05/09/2016	3221	Idexx Laboratories	Invoice #3001732574	-1,857.57
Check	05/09/2016	3222	Hach Company	Invoice #314092647-1	-445.14
Transfer	05/09/2016		WGIF [customer]	xfr funds to cover HWA invoice #5183	20,088.66
Transfer	05/09/2016		WGIF [customer]	xfr funds to cover CLS America Invoice #CIN1604USA00786	1,151.96
Transfer	05/09/2016		WGIF [customer]	xfr funds to cover Idexx Laboratories Invoice #3001732574	1,857.57
Transfer	05/09/2016		WGIF [customer]	xfr funds to cover Hach Company Invoice #314092647-1	445.14
Total 1000 · First Bank of Wyoming					-1,444.92
1001 · Pinnacle Bank Chk - xx01					
Check	04/30/2016	3156	Steffen C. Cornell	Paycheck - April 2016	-2,559.44
Check	04/30/2016	3157	Virginia L. Davis	Paycheck - April 2016	-1,492.38

	Check	05/09/2016	Auto	Town of Meeteetse	April 2016 Utilities	-119.20
	Check	05/09/2016	Auto	Black Hills Energy	April 2016 Gas Utilities	-77.45
	Check	05/09/2016	Auto	TCT West Inc.	April, 2016 Telephone & Internet Services	-228.96
	Check	05/09/2016	3158	Wyoming Retirement System	Agency # 564 April 2016 Contributions	-977.59
	Check	05/09/2016	3159	BCBS	06/01/2016-07/01/2016 Premium for SC & VD	-2,341.11
	Check	05/09/2016	3160	Orchard Trust	Plan # 93001-02 D 354	-150.00
	Check	05/09/2016	3161	Schatz Accounting Services	Invoice #2653	-225.00
	Check	05/09/2016	3162	Hal Lee Plumbing & Heating LLC	Invoices 47294 & 47295	-1,757.18
	Check	05/09/2016	3163	Pinnacle Bank - VISA	Account Ending in 0533 - Stephen S Jones	-72.60
	Check	05/09/2016	3164	Pinnacle Bank - VISA	Account Ending in 5805 - Steffen C Cornell	-890.61
	Check	05/09/2016	3165	Pinnacle Bank - VISA	Account Ending in 2752 - Virginia L Davis	-511.47
	Check	05/09/2016	3166	Park County Treasurer	License Registration Renewal for 2003 Escape	-125.85
	Check	05/09/2016	3167	Northern Wyoming Daily News	Account # 4664 Renewal	-57.00
Total 1001 - Pinnacle Bank Chk - xx01						-11,585.84
1004 - Firewise - Pinn Bank						
	Check	05/09/2016	1066	Verizon Wireless	242040822-00001	-65.97
Total 1004 - Firewise - Pinn Bank						-65.97
Total Checking Accounts						-13,096.73

Clerk's Report – Ginny Davis

Firewise Coordinator Report – Bernie Spanogle (unable to attend, but available on cell phone at 2:30pm)

Steve Jones moved to table Bernie's report until the 2:30pm conference call. Tim Morrison seconded. Motion passed unanimously.

NRCS Report – Rory Karhu (report on file)

Firewise Coordinator Report – Bernie Spanogle (unable to attend but available by cell phone at 2:30pm for conference (307-272-4912) **Steve Jones moved to table Bernie's report until the 2:30 conference call.**

Tim Morrison seconded. Motion passed unanimously. Discussion during conference call:

- Bernie recommended that Steffen discontinue going to user workgroup meetings.
- Bernie suggested sending his letter to Loren G. with a cover letter and working with commissioners to compose an alternative proposal.
- Bernie will try to make June 13th BOS meeting, but not the SNF travel mgmt. meeting in May.
- Steve will attend the next SNF travel mgmt. meeting on May 19th, "Education meeting" but asks other BOS members to keep an eye out on the BLM issues.
- It was suggested that Bernie attend the next cooperator meeting.

NRCS Report – Rory Karhu (report on file) **Steve Jones moved to accept the high tunnel plan for a producer in MCD. Tim Morrison seconded. Motion passed unanimously.**

RS Report – Steffen Cornell

- SGPP – Jimmy Taylor's Final Report – The Board requested that Steve Jones and Steffen Cornell review the report in detail and report back to the Board before approving/accepting the report.
- BFF Re-introduction: Reminder of public meeting on May 18th at 3:00pm in the Meeteetse Museums.
- Grizzly Bear De-listing Comments are due tomorrow, May 10th, 2016.
- BLM RMP Implementation – comments due 5/27

General (not covered in Steffen's report)

- District Vehicle Usage
 - Steffen is comfortable being able to use the Escape usage as match for programs.
 - Is this vehicle what is needed for use as needed?
 - Response: No, it can't pull the trailer with the UTV and doesn't have good ground clearance, so it isn't able to be used on some areas of SGPP monitoring.

➤ Trade in or sell outright?

- Response: Need to be shopping for used vehicle, 4x4 w/good ground clearance, able to tow trailer w/UTV, use for WQM. Maybe have two vehicles....one for non-field use to save on mileage costs and another for heavy field use? Doesn't have to be determined right now, but soon.

Tim Morrison moved that the staff provide the Board with information on a truck for field purposes. Steve Jones seconded. Discussion: budget of \$20,000 or less with decent miles and in good condition. **Motion passed unanimously.**

OLD BUSINESS

Reminder to Support the Lower Wind River CD in their quest for mill Levy.

NEW BUSINESS

Review FY2017 Proposed Budget: Board reviewed proposed budget line by line. **Steve Jones moved to submit the proposed budget to the Park County Board of County Commissioners and WY Department of Audit on June 1st, as amended at the 05/09/2016 Board meeting and subject to review for consistency.** Discussion: budget hearing scheduled for July 11th, 2016. **Motion passed unanimously.**

Review Calendars for May & June

Next Regular Board Meeting – **June 13th, 2016 at 1:00pm.**

ADJOURN Tim Morrison moved to adjourn. Steve Jones seconded. **Motion passed unanimously and meeting was adjourned at 5:11pm**

Date: ~~06/13/2016~~

Authorized signatures:

07/11/16






